

Mission Statement:

Provide the public with courteous, prompt and professional service. Work as a team with loyalty and respect for each other. Strive to increase our knowledge and skills. Share ideas and information with others.

County Service System: Administrative & Financial System**Performance Objectives and Measures:**

Objv #	Objective	Strategic Plan Critical Success Factor
1	Ensure public accessibility to record documents and to process recordings timely	Innovative, Integrated County Services
2	Maintain a clean voter registration roll	Innovative, Integrated County Services
3	Conduct elections in an accurate, transparent, and efficient manner	Innovative, Integrated County Services
4	Increase online functions for submitting certain types of forms	Innovative, Integrated County Services

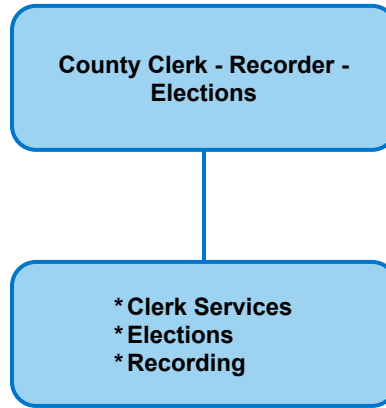
Objv #	Performance Measure	FY 2021-22 Results	FY 2022-23 Target	FY 2023-24 Target
1	Percent of property documents presented for recording that are indexed and verified within one business day of over-the-counter acceptance	100%	99.5%	99.5%
1	Percent of property documents presented for recording that are indexed and verified within one business day of received electronically	100%	99.5%	99.5%
2	Number of files/records processed	195,467	200,000	210,000
3	Ensure election certified within State requirements	30 days	30 days	30 days
4	Provide online submission of clerk forms to the public	N/A	N/A	25.0%

Clerk - Recorder - Elections
Cost Center Summary
Fiscal Year 2023-24

Cost Center	FY 2021-22 Actuals	FY 2022-23 Adopted Budget	FY 2023-24 Recommended Budget	FY 2023-24 Adopted Budget	YOY % Change
General Fund					
Clerk-Recorder-Elections	\$ 11,207,260	\$ 11,757,023	\$ 11,933,701	\$ 11,933,701	1.50%
Funded Positions					
Clerk-Recorder-Elections	52	53	53	53	
Total Funded Positions	52	53	53	53	0.00%
Total Allocated Positions	52	53	53	53	0.00%

County Clerk - Recorder - Elections

Ryan Ronco, Clerk - Recorder - Registrar of Voters



Clerk-Recorder-Elections – Cost Center 07001**Purpose:**

Recorder – Provides direct services to the public that facilitate business and personal transactions through recording and maintenance of real property transactions and accepts applications for new passports on behalf of the U.S. Department of State. Clerk – Delivers quality customer service by issuing maps, vital record copies (e.g. birth and death certificates), marriage licenses, performing civil wedding ceremonies, filing fictitious business name statements as well as other professional registrations, and providing permanent filmed and imaged records for all recorded and filed documents. Elections – Promotes high levels of civic involvement by registering eligible voters, encouraging informed voter and candidate participation, conducting timely, legally compliant, transparent and accurate federal, state, county, municipal, school district and special district elections and related services for the County's citizens, candidates and public officials.

Major Budget Adjustments and Initiatives:

- Decrease in Election Services Revenue of \$750,000 due to no major general elections in FY 2023-24.
- Decrease in Recording Fees Revenue of \$1.6 million due to the decrease in recording of real property records.
- Increase in Professional and Special Services - General of \$457,287 due to the increased costs for temporary election workers.

Program Title	Program Description	Program Cost
Recorder	Real Property Land Records – Provides for the recordation, preservation and continuity of permanent records. Passport Acceptance Agent – Serves as an authorized passport acceptance agent and accepts applications for new passports on behalf of the U.S. Department of State.	\$ 3,527,098
Clerk Services	Vital Records – Repository for birth, death and marriage vital records. Marriages – Issues marriage licenses, performs civil marriage ceremonies, and deputizes members of the public to perform civil marriage ceremonies. Filings / Registrations – Accepts documents for filing and public information / viewing, including environmental impact reports, fictitious business name statements and various bonds and certifications.	\$ 1,816,077
Elections	Elections – Conducts federal, state and local elections for Placer County. Voter Registration – Registers voters and maintains the voter registration database. Voter Outreach – Ensures that all eligible Placer County voters have the opportunity to cast their ballots on Election Day. Candidate Services – Delivers election services to candidates, officeholders and to various special districts and school districts throughout the County. Campaign Disclosure Documents and Statements of Economic Interest Filing Officer – Performs filing officer duties related to campaign disclosure documents and Statements of Economic Interest (Form 700) forms.	\$ 6,522,104
Overhead	General operating expenditures not directly attributable to a program or service.	\$ 68,422

County of Placer
Cost Center Budget Detail
Governmental Funds
Fiscal Year 2023-24

Fund: General Fund
Cost Center: CC07001 Clerk-Recorder-Elections

Ledger Account	2021-22 Actuals	2022-23 Adopted Budget	2023-24 Recommended Budget	2023-24 Adopted Budget
1	2	3	4	5
Revenue				
Other Taxes	8,806,917	5,000,000	6,000,000	6,000,000
Forfeitures and Penalties	900	2,000	1,200	1,200
State Aid - Other Programs	2,260,593	-	-	-
Aid from Other Agencies	(472)	-	-	-
Election Services	121,247	750,000	10,000	10,000
Court Fees and Costs	6,860	6,000	6,000	6,000
Recording Fees	2,600,211	3,710,000	2,100,000	2,100,000
Automation Trust	339,438	459,925	121,406	121,406
Electronic Recording Trust	267,884	254,591	251,591	251,591
Micrographics Trust	218,441	200,173	150,960	150,960
Redaction Trust	22,779	12,944	20,944	20,944
Vital & Health Trust	-	38,455	27,651	27,651
Other Fees and Charges	9,883	5,000	5,000	5,000
Miscellaneous	333,675	303,000	120,000	120,000
Total Revenue	\$ 14,988,356	\$ 10,742,088	\$ 8,814,752	\$ 8,814,752
Expenditures / Appropriations				
Salaries and Wages	3,111,538	3,836,675	4,131,216	4,131,216
Salary Savings	-	(263,765)	(800,375)	(800,375)
Employee Paid Sick Leave	35,153	-	-	-
Extra Help	-	10,000	16,000	16,000
Overtime and Call Back	62,181	83,000	77,000	77,000
Sick Leave Payoff	1,133	-	-	-
Cafeteria Plans (Non-PERS)	148,511	194,466	211,533	211,533
Retirement	1,136,398	1,467,304	1,482,569	1,482,569
Payroll Tax	236,817	286,121	314,269	314,269
Other Postemployment Benefits (OPEB)	189,722	162,551	369,092	369,092
401 (k) Employer Match	4,916	12,000	13,500	13,500
Employee Group Insurance	661,223	787,522	748,770	748,770
Retired Employee Group Insurance	3,738	-	-	-
Workers Comp Insurance	17,843	29,095	36,446	36,446
Communication Services Expense	8,777	7,101	7,701	7,701
Food	523	-	-	-
Refuse Disposal	-	200	-	-
Insurance	25,243	34,117	44,677	44,677
Parts	1,268	1,800	-	-
Maintenance	557,616	589,007	588,315	588,315
Maintenance - Building	307,368	518,584	324,249	324,249
Fuels & Lubricants	3,511	4,000	4,000	4,000
Drug & Alcohol Testing	-	300	300	300
Professional / Membership Dues	4,404	5,320	4,330	4,330
Warranties	126,000	126,000	126,000	126,000
Misc Expense	56	-	-	-

continued

Ledger Account	2021-22 Actuals	2022-23 Adopted Budget	2023-24 Recommended Budget	2023-24 Adopted Budget
1	2	3	4	5
Department Cash Shortage	10	50	50	50
Printing	86,447	48,209	52,982	52,982
Other Supplies	50,568	62,692	59,228	59,228
Postage	426,400	325,865	321,232	321,232
Procurement Card Purchase / Clearing Account	300	-	-	-
Professional and Special Services - General	757,956	232,441	689,728	689,728
Professional and Special Services - County	12,835	16,345	16,565	16,565
Professional and Special Services - Information Technology	382,913	369,820	431,750	431,750
Short-Term Rents and Leases - Buildings & Improvements	39,526	41,110	58,020	58,020
Employee Benefits Systems	45,324	63,132	69,810	69,810
PC Acquisition	39,796	78,571	79,000	79,000
Small Equipment	25,847	29,950	51,554	51,554
Advertising	18,335	20,200	20,200	20,200
Special Department Expense	1,747,147	1,225,920	1,287,545	1,287,545
Training / Education	9,045	22,045	10,000	10,000
Transportation and Travel	44,954	43,099	46,337	46,337
Utilities	111,696	168,964	149,846	149,846
Operating Materials	187	-	-	-
Transfer Out A-87 Costs	675,683	1,104,212	795,762	795,762
Equipment	76,704	-	66,000	66,000
Intangible Assets	-	-	12,000	12,000
Intra Fund Services	-	13,000	-	-
Interfund/Intrafund Activities Out	11,650	-	16,500	16,500
Total Expenditures / Appropriations	\$ 11,207,260	\$ 11,757,023	\$ 11,933,701	\$ 11,933,701
Total	\$ 3,781,096	\$ (1,014,935)	\$ (3,118,949)	\$ (3,118,949)